

Opening Date: April 25, 2016
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 16-44
Monthly Salary: \$4,170 - \$4,450
Group/Class: B21/2151
Travel %: 25%
Division/Department: Water Supply & Infrastructure
Number of Positions: 1

JOB VACANCY NOTICE

Engineer I

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 12A- Engineer, 713X CWO - Engineering Technician, Surface (Warrant), 8831-Environmental Engineering, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf.

Job Description Summary

Performs routine technical analysis and engineering evaluation of reports, facility plans, construction plans and specifications, construction schedules, contracts, change orders and other required project and program documents. Responsible for ensuring that TWDB financial assistance projects comply with Board rules and design criteria. Makes recommendations on eligibility for funding and project approval. Ensures that projects comply with all engineering and construction related program requirements and that project files are accurate and complete. Represents Regional Water Planning and Development (RWPD) at assigned meetings and engagements. Reports to the RWPD Team Manager while working under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions

- Reviews applications for financial assistance and advises applicants on TWDB requirements according to the different funding programs.
- Develops relevant engineering information needed for Board consideration of the funding request and make final recommendations on the feasibility of the proposed project/application.
- Coordinates with various federal and state agencies regarding project and programs.
- Performs technical review and evaluation of engineering related financial assistance documents; determines relevant deficiencies, options and recommendations to ensure compliance with TWDB rules and regulations.
- Monitors project schedules, budgets, and invoice costs and/or released costs to identify potential issues or delays.
- Serves as contract manager and monitors contract schedules, requirements, terms, and conditions; reviews eligibility and approves payment requests.
- Conducts on-site observations to monitor the progress of the construction of water and wastewater treatment systems to for compliance with TWDB rules and regulations.
- Assists owners with problem resolution, and ensures work is completed in accordance with approved plans and specifications.
- Manages various aspects of projects, recommends course of action to reduce delays, and documents project files on significant actions.
- Provides information and assistance to appropriate TWDB staff and clients.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

- Stays informed of changes to pertinent laws, regulations, guidelines, policies, and instructions and correctly applies them to assigned projects.
- Identifies and participates in internal and external job-related trainings.
- Maintains current information in TxWise.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in engineering or a related field.
- Four years of engineering-related experience.
- Licensed as a Professional Engineer by the State of Texas.
- Relevant education and experience can be substituted on a year-for-year basis.

Knowledge, Skills, and Abilities

- Knowledge of engineering principles, techniques, and procedures.
- Knowledge of applicable laws, regulations, and rules.
- Knowledge of project engineering development.
- Knowledge of the design process
- Knowledge of research, test, inspection, and analysis methodologies.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in the use of computer-aided design techniques.
- Skills in comprehending technical material.
- Skills in implementation planning.
- Skills in the use of logic to assess options.
- Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to plan, design, and manage engineering projects.
- Ability to use deductive, inductive, and mathematical reasoning.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.